



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

November 18, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ECONOMIC DEVELOPMENT STATUS REPORT

On May 22, 2001, your Board instructed this office to conduct a feasibility study on how countywide business and economic development initiatives could be strengthened and streamlined. On September 21, 2001, we submitted a report to the Board outlining the extensive economic development efforts currently undertaken, and identifying initiatives which could further enhance these efforts. The initiatives included two summits: one to promote economic development coordination and information-sharing among County entities, while the other would provide outreach and focused assistance to small business.

On June 17, 2003 my office provided your Board with a Status Report detailing the efforts of the Economic Development Steering Committee, the February 12, 2003 Economic Development Coordination Summit and the subsequent Action Steps developed during the Summit breakout sessions, the development of Implementation Plans for the Coordination Summit Action Steps, and the future development of a Small Business Summit. This report will provide a status update of the Implementation Plans and the Steering Committee's recommendation for enhanced "Contracting Connections" workshops in lieu of a single, countywide Small Business Summit.

Economic Development Coordinative Summit/Action Plans

The Lead Departments have developed detailed Implementation Plans for each of the Action Steps (Attachment I) and will continue to pursue realization of the strategies outlined in them. Implementation Plans for Action Steps 3.3 and 3.4, lead by the Chief Information Office (CIO), are pending and will be provided to your Board in the next status report. Further, an implementation status column will be added to the matrix for future status reports to your Board.

Small Business Summit/Contracting Connections Workshops

The Steering Committee recommends that the Office of Small Business (OSB) "Contracting Connections" workshops be enhanced to include topics identified at the Coordination Summit that address key issues faced by small businesses. The enhanced workshops would replace the Countywide Small Business Summit initiative. Currently, several key departments,

Each Supervisor
November 18, 2003
Page 2

Affirmative Action Compliance, Community Development Commission, Community and Senior Services, Health Services and Internal Services, actively participate and conduct presentations at the workshops. Many other County departments participate by hosting a resource table and exhibit (all examples of two recent workshops, Attachment II).

The Steering Committee believes that the workshops would provide a more focused venue for addressing specific needs and concerns of the small business community on a district by district basis. The Committee also believes that a regional approach will encourage broader small business participation and allow for on-going development of new topics as they are identified. The Committee anticipates that the initial enhanced "Contracting Connections" workshops will be held in late January/early February 2004.

We will keep you apprised of our progress. If you have any questions please feel free to contact me or your staff may contact Dorothea Park or Chris Foley of this office at (213) 974-1319 or (213) 974-1197, respectively.

DEJ:LS
MKZ:CF:nl

Attachments

c: Dennis A. Tofoya, Director, Office of Affirmative Action Compliance
Jon Fullinwider, Chief Information Officer
Carlos Jackson, Executive Director of Community Development Commission
Robert Ryans, Director of Community and Senior Services
Dr. Thomas Garthwaite, Director and Chief Medical Officer, Health Services
Dave Lamberston, Interim Director of Internal Services
Michael Henry, Director of Personnel
James Hartl, Director of Planning
Bryce Yokomizo, Director of Public Social Services
James A. Noyes, Director of Public Works
Edna Bruce, Director of the Office of Small Business
Victoria Fullerton, Chairperson, Small Business Commission
Bruce Staniforth, Executive Director, Citizen's Economy and Efficiency Commission
Lee Harrington, President and CEO, Los Angeles Economic Development Corporation

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): Regional Planning, Public Works, Fire and Health

MAJOR TOPIC AREA: Improved Coordination/Cooperation

SPECIFIC ACTION ITEM: 1.1 Expand and Replicate the “One-Stop” service center approach

☒ **SHORT-TERM ACTION**

☐ **LONG-TERM ACTION**

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
East Los Angeles County Hall			
<ul style="list-style-type: none"> Space Planning 	Complete		DPW
<ul style="list-style-type: none"> Begin processing documents required for vacation of Fetterly Ave & transfer of property to create Right of Way for Civic Center Way off of 3rd Street 	Summer 2003		DPW
<ul style="list-style-type: none"> Vacation of Fetterly Ave & transfer of property to create Right of Way for Civic Center Way off of 3rd Street 	Summer 2004		DPW
<ul style="list-style-type: none"> Award: Construction of Entrance Roads, Off-Sties & Plaza & Court Parking Lot 	Spring 2004	Contaminated soil problem was resolved but time frame had to be adjusted due to time lost.	DPW
<ul style="list-style-type: none"> Advertise: Development of County Hall 	Spring 2004	Estimated dates may shift depending on Library move-in schedule	DPW

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
<ul style="list-style-type: none"> Award: Construction (remodeling of County Hall) 	Summer 2004	Estimated dates may shift depending on Library move-in schedule	DPW
<ul style="list-style-type: none"> Project Completion and Cross-Training of staff 	Spring 2005		DPW/DRP/Fire/Health
Fee Schedule Increases to Expand One-Stop s to 9 locations	FY 2004-05		
<ul style="list-style-type: none"> Determine number of Planning Staff and appropriate fee 			DPW/DRP/A-C/CAO
<ul style="list-style-type: none"> Prepare Ordinance and Board Letter 			DRP
<ul style="list-style-type: none"> Board Approval 		Board concern regarding initiating new fees for service	Board

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): All

MAJOR TOPIC AREA: Improve Coordination /Cooperation

SPECIFIC ACTION ITEM: 1.2 Coordinate Efforts Among County Departments

☒ **SHORT-TERM ACTION** ☐ **LONG-TERM ACTION**

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
<ul style="list-style-type: none"> The Community Services Task Force (CSTF) to establish a committee to develop coordination/ cooperation protocols re County outreach to small businesses 	Fall 2003	Need to include ISD, OSB, DHR and OACC who are not members of CSTF	CAO
<ul style="list-style-type: none"> Convene/ organize protocols committee: request key departments to appoint members 	January 2004		CAO
<ul style="list-style-type: none"> Committee prepares draft protocols and implementation process; receives endorsement by key department heads 	May 2004		Committee
<ul style="list-style-type: none"> Protocols along with implementation process are presented to the CSTF for approval/endorsement 	July 2004		Committee & CSTF

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Community and Senior Services (CSS) and Department of Public Social Services (DPSS)

SUPPORT DEPARTMENT(S)/AGENCY(IES): Los Angeles Economic Development Corporation (LAEDC)

MAJOR TOPIC AREA: Improved Coordination/Cooperation

SPECIFIC ACTION ITEM: 1.3 Continue and expand collaborative effort of DPSS and CSS on WorkSource California

☒ **SHORT-TERM ACTION** ☐ **LONG-TERM ACTION**

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
DPSS co-branding WorkSource California	August 2003	CSS' legal right to WorkSource California	CSS - Geraldo Rodriguez DPSS - Jackie Mizel-Burt and Eileen Kelly
Collaborate on Business Services Model and approaches to serving businesses	September 2003	Paradigm shift from serving "jobseeker" to "businesses" will present challenges	CSS - Geraldo Rodriguez DPSS - Eileen Kelly
Establish process for sharing job leads and serving businesses	October 2003	Long standing practices of competing for jobs will prove to be difficult in light of the fact that CSS/DPSS have separate funding sources and reporting requirements; presents complexities	CSS - Geraldo Rodriguez DPSS - Eileen Kelly
Consolidate business call-center and CSS' jobseeker call-center	June 2004	Current contractual obligations and general funding cuts may present difficulties	CSS - Geraldo Rodriguez DPSS - Eileen Kelly and Beverly Stevens

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): All

MAJOR TOPIC AREA: Improved Coordination/Cooperation

SPECIFIC ACTION ITEM: 1.4 Utilize steering committees for specific cross-departmental issues, such as Mello-Roos financial policies and practices

X SHORT-TERM ACTION LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
<ul style="list-style-type: none"> Land Development Task Force formed to develop responses to the La Vina development project audit 	Formation completed; and development of responses underway		CAO lead
<ul style="list-style-type: none"> Community Services Task Force (CSTF) forms committee and CAO retains consultant to prepare curriculum and program to "train the trainers" in cross training code enforcement staff in the diversity of the County's code enforcement disciplines 	Has been initiated; completion expected in Summer of 2004		CSTF Strategic Action Team #2 Chaired by Jim Noyes has the lead with CAO providing logistical and financial support
<ul style="list-style-type: none"> Mello Roos Committee to be convened to develop policy and procedural changes in response to the La Vina Mello Roos Audit 	TBD		Regional Planning is lead facilitator for the Mello Roos Committee

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

<ul style="list-style-type: none">eDAPTS (electronic development and permitting tracking system) being implemented in four departments (DPW, DRP, DHS/EH and Fire) to provide a collaborative, electronic system for permit processing, tracking and enforcement by all four departments. Eventually, will permit customers to apply for permits on-line.	Underway		CIO, DPW, DRP, DHS/EH, Fire and CAO
---	----------	--	-------------------------------------

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): LAEDC

SUPPORT DEPARTMENT(S)/AGENCY(IES): OSB/CDC

MAJOR TOPIC AREA: Improved Coordination/Cooperation

SPECIFIC ACTION ITEM: 1.5 Leverage promotion of business assistance programs

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Provide and distribute a <i>Business Resource Guide</i> , identifying key public, non-profit and educational resources which support small business	Dec 2003	Staff time	LAEDC
Maintain a comprehensive directory of small business assistance resources	Ongoing	Staff time	LAEDC
Maintain and support the Regional Business Assistance Network (RBAN), a loose net coalition of non-profit governmental, education, chamber of commerce, community economic development officials and community based organizations	Ongoing Quarterly Meeting		LAEDC
Develop a comprehensive website to provide direct access for small businesses to providers and linkage between service providers	Year-end 2004	\$\$\$\$\$	LAEDC/ RBAN & LA County
Develop strategies to increase utilization of business assistance resources by small, minority and women owned businesses.	March 2004	Language & Culture	LAEDC / OSB/ CDC/ Others

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): LAEDC

SUPPORT DEPARTMENT(S)/AGENCY(IES): ALL

MAJOR TOPIC AREA: Improved Coordination/Cooperation

SPECIFIC ACTION ITEM: 1.6 Create strategic alliances – cross pollination

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Identify most significant small business assistance resources within LA County	Nov 2003		LAEDC / OSB / CDC
Determine feasibility of strategic alliance Memorandum of Understanding between LAEDC / OSB / CDC / Others	Dec 2003		LAEDC / OSB / CDC
Identify opportunities for joint effort for trade shows, conferences & procurement events	Jan 2004		LAEDC / OSB / CDC
Cross promote and pursue cost sharing on key small business assistance initiatives	April 2004		LAEDC / OSB / CDC
Become the LA County Small Business Assistance Team	Aug 2004	\$\$\$\$\$	LAEDC / OSB / CDC / Others
Hold quarterly meetings of the LA County Small Business Assistance Team to identify joint opportunities, develop strategies and measure results	Dec 2004		LAEDC / OSB / CDC / Others

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): OSB

SUPPORT DEPARTMENT(S)/AGENCY(IES): ALL

MAJOR TOPIC AREA: Customer Service/Training

SPECIFIC ACTION ITEM: 2.1 Build Department Business Advocates (Small Business Advocates)

☒ SHORT-TERM ACTION ☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Dept. heads appoint an advocate(s) at each department to help vendors/clients with small business issues	Complete Nov 2002		ALL
Hold meetings and training sessions as needed; continuous e-communication	Ongoing	Keeping list updated	OSB/ISD

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): **ISD / OSB**

SUPPORT DEPARTMENT(S)/AGENCY(IES): **CDC / LAEDC / CSS / DPSS / DHR / DHS**

MAJOR TOPIC AREA: **Customer Service/Training**

SPECIFIC ACTION ITEM: **2.2 Train County staff and businesses on how to access information (pertaining to Procurement and Contracting)**

X SHORT-TERM ACTION ☐ **LONG-TERM ACTION**

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Train County staff: Procurement/Contracting Contracting Managers' Network meetings are held bi-monthly (ISD coordinates)	Ongoing		ISD
Train County staff: Procurement/Contracting Web Users Group meetings are held regularly	Ongoing		ISD
Train County staff on Procurement Policy and Procedure	Ongoing		ISD
Train County staff to provide info to businesses through the Doing Business With Us website	Ongoing		ISD

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): All

MAJOR TOPIC AREA: Customer Service/Training

SPECIFIC ACTION ITEM: 2.3 Reevaluate department functions to consolidate and streamline customer services processes and deliver.

☐ **SHORT-TERM ACTION** ☒ **LONG-TERM ACTION**

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
<ul style="list-style-type: none">Community Services Task Force (CSTF), Strategic Action Team 2 implements Strategy 2 of Goal 6 of the County Strategic Plan by selecting one or two functions or programs that transcend County departments and for which customers, through survey or other means, have indicated a preference for functional integration. Functional integration of the selected functions/programs is designed and implementation is accomplished	By October 2004		CSTF Strategic Action Team 2, Jim Noyes Chair

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): OSB / ISD

SUPPORT DEPARTMENT(S)/AGENCY(IES): CDC / DHR / DHS

MAJOR TOPIC AREA: Customer Service/Training

SPECIFIC ACTION ITEM: 2.4 Ongoing education and training for County staff and businesses (pertaining to Procurement and Contracting)

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
See 2.2	See 2.2	See 2.2	See 2.2
Implement monthly classes for business "Contracting with local, State and Federal Governments- General Guidelines"	Sept 2001 Ongoing		OSB
100-hour certification course for Contracting Managers	Ongoing	Prerequisite: 2-Day Contracting Training Course	DHR / ISD
2-Day Contracting Training Course Overview of County Contract Principles	Ongoing		ISD/DHS/CC/A-C
DHS training	Quarterly		DHS

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): CIO / OSB

SUPPORT DEPARTMENT(S)/AGENCY(IES): ALL

MAJOR TOPIC AREA: Communication / Information Sharing

SPECIFIC ACTION ITEM: 3.1 Create resource directory (electronic and hardcopy)

☒ SHORT-TERM ACTION ☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Create resource listing on OSB web site	Complete	Keeping links current; guidelines for adding links (e.g. can any search engine be added? Is linking to one service considered "endorsing" that company?)	OSB
Conduct survey of County depts.	Sept 2003		CIO
Five-County Resource Guide (free on Internet)	Complete		EDC

**COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT
ACTION STEPS IMPLEMENTATION PLAN**

LEAD DEPARTMENT(S): OSB

SUPPORT DEPARTMENT(S)/AGENCY(IES): ISD / CDC / EDC / CSS / DPSS / DHS

MAJOR TOPIC AREA: Communication / Information Sharing

SPECIFIC ACTION ITEM: 3.2 Combine existing workshops whenever feasible

X SHORT-TERM ACTION ☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Invite all departments to participate in the Supervisors' Contracting Connection Workshops (CCW) by staffing resource table and/or presenting at a scheduled session	May 2003	Lack of contracting opportunities to offer; Limited staff / budget	OSB – to coordinate ALL – to participate
Create Calendar of Events on County website	Complete Ongoing		ISD/OSB/DPW
Create Clearinghouse for all County sponsored events	August 2003		OSB

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): CIO

SUPPORT DEPARTMENT(S)/AGENCY(IES): ALL

MAJOR TOPIC AREA: Communication / Information Sharing

SPECIFIC ACTION ITEM: 3.3 Bifurcate County information into two tracks that address: 1) information businesses need if they want to do business with the County, 2) information businesses need if they want services from the County. Web Sites should:

- Facilitate business-oriented links;
- Be organized by services provided; and
- Be designed to keep users from being caught in circular referral patterns; give users the option of speaking to a live person

☐ SHORT-TERM ACTION

☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): CIO

SUPPORT DEPARTMENT(S)/AGENCY(IES): OSB/LAEDC

MAJOR TOPIC AREA: Communication / Information Sharing

SPECIFIC ACTION ITEM: 3.4 (Survey departments on 1) whether or not they deal with businesses, 2) how they respond to business inquiries

☐ SHORT-TERM ACTION

☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): Office of Small Business, LA Economic Development Corporation

MAJOR TOPIC AREA: *Communication/Information Sharing*

SPECIFIC ACTION ITEM: *3.5 - Annual Summits*

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
1. Clarify original timeframe for summits with Steering Committee	6/11/03	None	CAO
2. Based upon timeframe, convene Steering Committee:	6 mths from target summit date	None	CAO
• Determine target audience of summit	6 mths out	None	Steering Committee
• Determine objective of summit	5 mths out	None	Steering Committee
• Develop summit content	3-4 mths out	None	OSB, EDC
• Determine location	3 mths out	None	CAO
• Determine invitees	2-3 mths out	None	OSB, EDC

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): CDC/Regional Planning

SUPPORT DEPARTMENT(S)/AGENCY(IES): DPW/EDC/CAO

MAJOR TOPIC AREA: *Miscellaneous – Other Initiatives*

SPECIFIC ACTION ITEM: *4.1 Further develop the “usable land” efforts to attract and/or retain businesses.*

☒ SHORT-TERM ACTION ☐ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Provide access to financing that facilitates the development of underutilized industrial property			
▪ Provide inventory of public sector financing tools available on websites	Ongoing		EDC
▪ Conduct financing conference	02/04		CDC
▪ Provide direct lending for projects	Ongoing		CDC
Encourage development of new industrial facilities by marketing to users, informing public policy makers of benefits and referring prospects to jurisdictions			
▪ Report to Board on benefits of industrial land and manufacturing as economic engine	12/03		EDC
▪ Market Los Angeles County to current and new manufacturing entities	Ongoing		EDC

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

▪ Continue site-selection referrals to LAEDC	Ongoing		EDC
▪ Explore development of industrial properties in unincorporated County	6/04		DRP & CDC
Use redevelopment authority to assemble more modern, industry friendly land products			
▪ Conduct preliminary analysis of possible redevelopment areas in unincorporated area	04/04		CDC
▪ Present findings to appropriate Board offices	06/04		CDC
▪ With District approval, proceed with slum/blight survey and other preliminary steps	08/04		CDC

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Department of Health Services (DHS)

CONTACT: Miles D. Yokota / (213) 240-7916

SUPPORT DEPARTMENT(S)/AGENCY(IES): Chief Administrative Officer (CAO)

MAJOR TOPIC AREA: Miscellaneous – Other Initiatives

SPECIFIC ACTION ITEM: 4.2 Create a Small Business Health Plan Linked to Health Services to provide affordable health care coverage

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
1. Secure infrastructure support for health plan	12 months – 2 years	1.1 Delays in securing outsource vendor 1.2 RFP process 1.3 Contract requirements (e.g. Prop A.)	DHS
2. Define “small” business	1 week		OSB
3. Hire a consultant	2 months	DHS lacks experience in commercial insurance market	CAO/DHS
4. Conduct market analysis of small businesses in Los Angeles County	2 months	Survey employer interest	Consultant
5. Determine the target population demographics (e.g. Child Care Workers, Garment Workers, etc).	1 month	Align w/DHS Mission	Consultant/OSB/DHS

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

6. Identify the proposed health plan services and benefits, exclusions, etc.	1 month		Consultant/DHS
7. Obtain actuarial analysis	2 weeks		CAO/DHS
8. Structure benefit package/premium/co-pays	3 weeks		CAO/DHS
9. Conduct financial viability study	2 weeks		DHS/CAO
10. Prepare and submit start-up budget	2 weeks	Infrastructure required to manage the Small Business Health Plan (SBHP) product line; Hire Project Manager and core [2-3] staff to oversee development phase.	DHS
11. Prepare qualification criteria for provider network and enrollment vendor	2 months	Policy decision re: Sales/Marketing Vendor	DHS
12. Notify Board of DHS' intent to issue an RFQ for provider network	2 weeks		DHS
13. Notify DMHC of Intent to Offer New Health Plan Benefit	1 month		DHS
14. Prepare and issue RFQ for provider network and enrollment vendor	3 months	Potential expansion to include Marketing/Sales Vendor	DHS
15. Select qualified providers and enrollment vendor	2 months		DHS
16. Prepare evidence of coverage and collateral materials	2 months	Outsource function	DHS
17. Obtain Board approval of proposed Health Plan premium rates	3 weeks		DHS/CAO

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

18. Prepare contract format	2 months	Timing may be reduced if contract template exists	DHS
19. Negotiate provider contract and rates of reimbursement	2 – 5 months		DHS
20. Prepare marketing plan	1 month	Outsource function	DHS
21. Prepare; print marketing and enrollment material	2 months	Outsource function	DHS
22. Develop provider manual	1 month	Outsource function	DHS
23. Develop Provider/Director/Pharmacy	1 month	Outsource function	DHS
24. File Material Modification with DMHC	2 weeks		DHS
25. Conduct due diligence	1 – 2 months	Policy decision: outsource v. DHS site review	DHS
26. Request Board approval of provider contracts	1 month		DHS
27. Implementation meeting with contractors	1 month		DHS
28. Publish and distribute enrollment materials to small business entities	2 months	Outsource function	DHS
29. Obtain DMHC approval	9 months	Variable timeline	DMHC
30. Open small business health plan enrollment	TBD	Employer/vendor/DHS collaborative	DHS/OSB
31. Implement small business health plan	TBD	Pending DMHC approval of Material Modification	DHS

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): Community Development Commission, Office of Small Business, LA Economic Development Corporation

MAJOR TOPIC AREA: *Miscellaneous – Other Initiatives*

SPECIFIC ACTION ITEM: *4.3 – Create a County Strategic Plan Goal focused on the promotion of economic development and business advocacy.*

☐ SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
1. Consistent with next update of County Strategic Plan:	Within 3 yrs	None	CAO
• Introduce proposal to Guiding Coalition		None	CAO
• Obtain concurrence of all dept. heads consistent with entire plan update and work with affected entities to develop strategies, goals, objectives		None	CAO, OSB, EDC, all depts. (conference)
• Obtain Board Approval		None	CAO
• Incorporate into County Strategic Plan and disseminate		None	CAO
2. Identify Responsible Parties		None	CAO, OSB, EDC
3. Develop and Implement action plan		None	Responsible Parties

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): All

MAJOR TOPIC AREA: Miscellaneous

SPECIFIC ACTION ITEM: 4.4 Build a corporate culture that cares

SHORT-TERM ACTION X LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
<ul style="list-style-type: none">Communicate the County Mission Statement "To Enrich Lives Through Effective and Caring Service" to all County employees	Ongoing		Communications Strategic Action Team

COUNTY OF LOS ANGELES ECONOMIC DEVELOPMENT COORDINATION SUMMIT ACTION STEPS IMPLEMENTATION PLAN

LEAD DEPARTMENT(S): Chief Administrative Office

SUPPORT DEPARTMENT(S)/AGENCY(IES): All

MAJOR TOPIC AREA: Miscellaneous

SPECIFIC ACTION ITEM: 4.5 Build "One County" Image and service provision environment

SHORT-TERM ACTION ☒ LONG-TERM ACTION

Milestones (Steps)	Time Frame	Obstacles/Issues	Responsible Party
Community Services Task Force adopts common customer service definitions, values and standards, and endorses training and survey programs to ensure implementation	TBD		CSTF with assistance from the CAO

CONTRACTING CONNECTIONS

The Grand at Willow Street Centre
4101 E. Willow Street
Long Beach, California 90815

8:00 **Registration/Continental Breakfast**

Garden Room: **Networking/Resource Tables**

9:00 **Welcome**

Supervisor Don Knabe

Fourth District, County of Los Angeles

Victoria Fullerton, Chair

Los Angeles County Small Business Commission

9:20-10:20 **Breakout Sessions:**

Tiffany Room: **WorkSource California**
A Regional Network of Centers
Providing Assistance to Businesses

- County of Los Angeles Community & Senior Services, Grace Sanchez and Jenifer Stevens
- Greater Long Beach Workforce Development Board, Ray Worden and Sheri Rossillo

Presidential Room: **County of Los Angeles Contracting Opportunities**

- Office of Small Business and Internal Services
Alba Reyes and Gerry Plummer: upcoming bids, vendor electronic registration
- Health Services, Riley Austin: DHS master agreements
- Affirmative Action Compliance, Donna Barrios:
Local SBE & CBE programs

10:30-11:30 **Breakout Sessions:**

Tiffany Room: **Financing and Growing Your Business**

- Small Business Administration, Addie Little
- Community Development Commission,
County loan programs
- Small Business and Minority Business
Development Centers, Terrence Payne

Presidential Room: **Contracting Opportunities with Other Agencies**

- Metropolitan Water District, Albert Napoli:
Get certified today -do business tomorrow with MWD
- City of Los Angeles, L.A. Opportunities, Marc Ampil
- City of Long Beach, Jesse Johnson
- SBA Government Contracting, Catherine Clark

8:00-12:00 **Networking/Resource Tables Open**

*Check the County of Los Angeles Website at
www.lacounty.info*

*Contracting and Upcoming Events can be found
under "Featured Links"
scroll down to "Doing Business with Us"*

Resource Table Participants

County of Los Angeles Departments:

Agricultural Commissioner/Weights and Measures
Animal Care & Control
Assessor
Beaches & Harbors
Chief Administrative Office
Child Support Services
Community & Senior Services, Work Source California
Community Development Commission
Consumer Affairs
Executive Office
Fire Department
Health Services
Internal Services
Office of Affirmative Action Compliance
Office of Education
Public Defender
Public Library
Public Safety
Public Social Services
Public Works and MCH
Registrar-Recorder
Sanitation District
Sheriff Department

Other Agencies:

City of Long Beach
City of Los Angeles, L.A. OPPS
Metropolitan Water District
Southern California Edison
State of California
Small Business Administration

Workshop Coordinator:

County Office of Small Business
and Department of Defense PTAC
(323) 260-2311 www.laosb.org

County of Los Angeles Board of Supervisors

Gloria Molina, First District

Yvonne Brathwaite Burke, Second District

Zev Yaroslavsky, Third District

Don Knabe, Fourth District

Michael D. Antonovich, Fifth District

CONTRACTING CONNECTIONS

**Supervisor Don Knabe
Fourth District
The County of Los Angeles**

presents the

CONTRACTING CONNECTIONS WORKSHOP

**Wednesday, August 6, 2003
8:00 a.m. to 12:00 noon
The Grand at Willow Street Centre
4101 E. Willow Street
Long Beach, California 90815**



Co-Sponsored by

County Office of Small Business and
Department of Defense
Procurement Technical Assistance Center
(PTAC)



Contracting Connections is a workshop series held throughout
Los Angeles County designed to "plug you in"
to future business opportunities.

CONTRACTING CONNECTIONS

October 29, 2003

Lancaster Public Library
601 West Lancaster Boulevard, Lancaster, California

9:00 a.m. **Registration, Continental Breakfast**
Networking/Resource Tables

9:30 **Contracting Opportunities with Los Angeles County**

Internal Services Department:

Gerald Plummer, Doing Business with the County Web Portal

Bernadine (Bernie) Ramsey, Facilities Ancillary Support

Services Master Agreement

Office of Affirmative Action Compliance:

Local Small Business Enterprise Program

10:15 Fred Beaton, Los Angeles County Small Business Commissioner

The Honorable Michael D. Antonovich

Supervisor, Fifth District, County of Los Angeles

10:30 **Business Assistance Programs**

WorkSource California: A Regional Network of Centers

Providing Assistance to Businesses, Grace Sanchez

SPARTA Insurance: Carol Frost, Municipality Insurance Services

11:00 **Financing and Growing Your Business**

U.S. Small Business Administration, Barbara Madel

Taylor's Marketing & Management, Terrence Payne

11:30 **Federal Contracting Opportunities, Certifications**

U.S. Department of Defense PTAC, Debbie Cabreira Johnson

U.S. Small Business Administration, Carlos Johnson

9:00 TO
12:30 **Networking/Resource Tables Open**

Check the County of Los Angeles Website at

www.lacounty.info

Contracting and Upcoming Events can be found

under "Featured Links"

scroll down to "Doing Business with Us"

Resource Table Participants

County of Los Angeles Departments:

Agricultural Commissioner/Weights and Measures
Beaches & Harbors
Community & Senior Services - Work Source California
Community Development Commission
Executive Office
Internal Services
Office of Affirmative Action Compliance
Office of Public Safety
Public Social Services
Public Works
Treasurer-Tax Collector

Other Agencies:

City of Palmdale, Department of Public Works
City of Los Angeles, Mayor's Office of Economic Development
Municipality Insurance Services, Inc.
State of California, Department of General Services
Small Business Administration

Workshop Coordinator:

County Office of Small Business and Department of Defense PTAC
(323) 260-2311 www.laosb.org

County of Los Angeles Board of Supervisors

Gloria Molina, First District
Yvonne Brathwaite Burke, Second District
Zev Yaroslavsky, Third District
Don Knabe, Fourth District
Michael D. Antonovich, Fifth District

CONTRACTING CONNECTIONS

Supervisor
Michael D. Antonovich,
Fifth District
County of Los Angeles

presents the

CONTRACTING CONNECTIONS WORKSHOP

Wednesday, October 29, 2003
9:00 a.m. to 12:30 p.m.

Lancaster Public Library
601 West Lancaster Blvd., Lancaster CA

Co-Sponsored by



County Office of Small Business and
Department of Defense
Procurement Technical Assistance Center
(PTAC)



Contracting Connections is a workshop series held throughout
Los Angeles County designed to "plug you in"
to future business opportunities.